
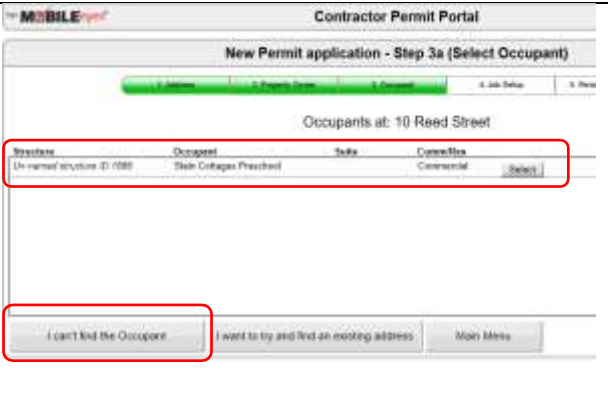
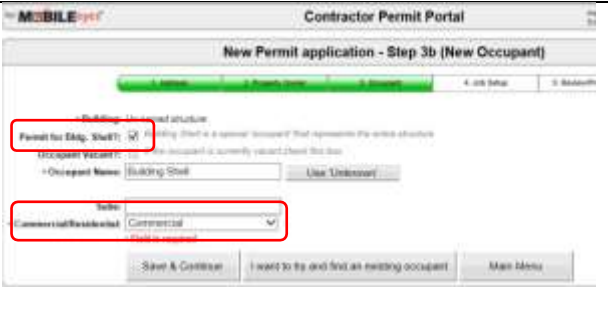
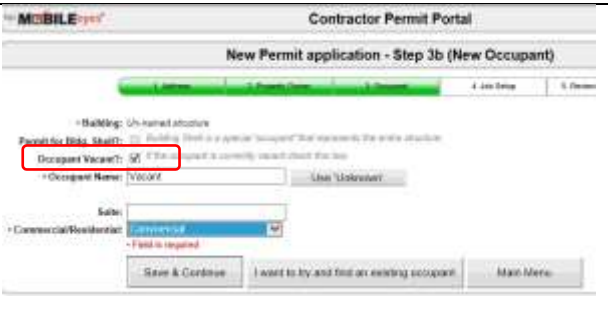


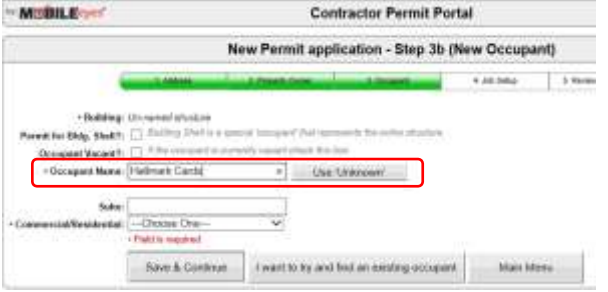
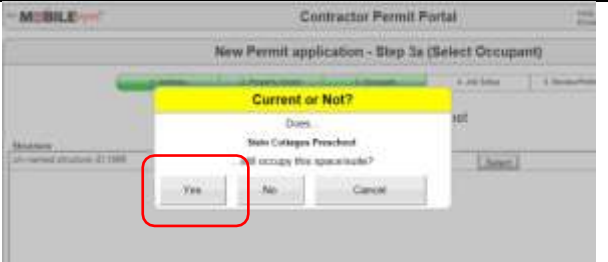

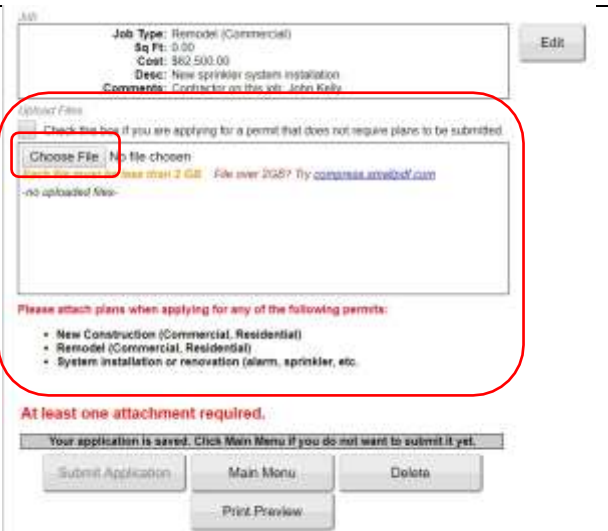
Process: Using the MobileEyes Permit Portal

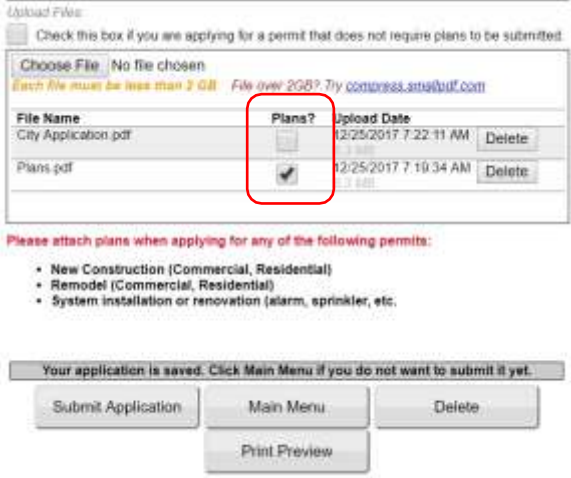
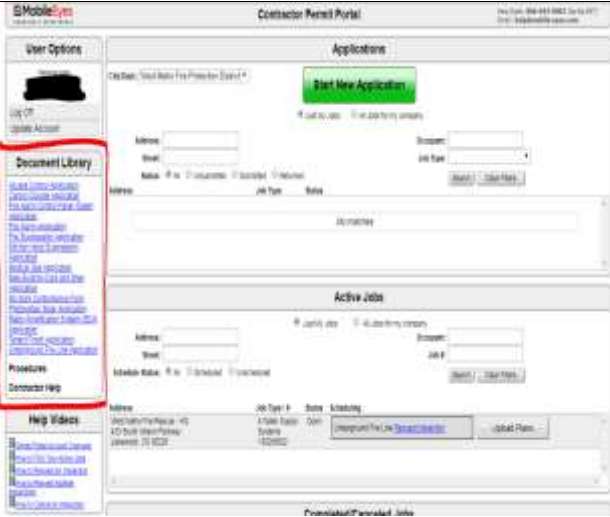
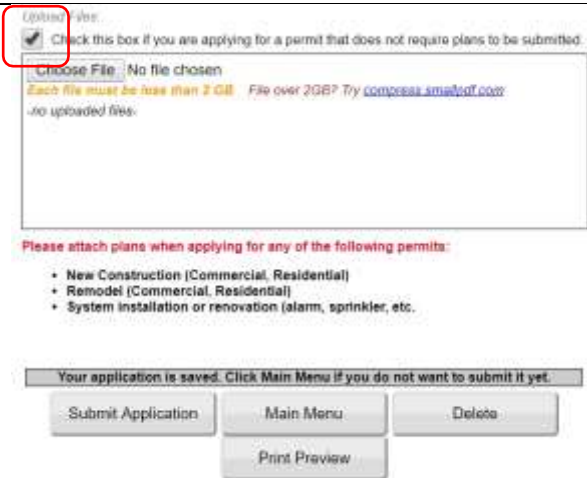
Procedure: Submitting a permit application and plans.

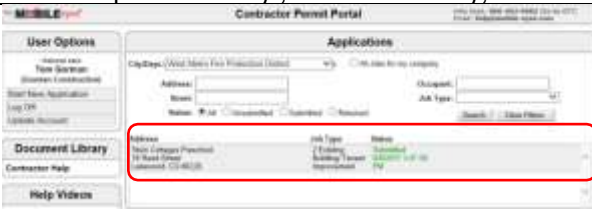

Date Last Updated: 04/07/18



<p>1</p>	<p>To submit a permit request, first select the <i>City/Dept.</i> that it will go to.</p>	
<p>2</p>	<p>Click <i>Start New Application</i>.</p>	
<p>3</p>	<p><b>Step 1 – Address</b> Search for the address of the job. If you enter the street name, matching streets will pop up.</p> <p>Click a blue button to use that suggested street name. Or click <i>Find Matches</i>.</p> <p><b>**Searching the numbered portion only is the easiest way to find existing addresses on file.**</b></p>	
<p>4</p>	<p>Click <i>Select</i> if you find the address of your job in the database.</p> <p>If not, click <i>I can't find the Job-Site Address</i>.</p>	

<p>5</p>	<p><b>Step 2 – Property Owner</b> If you know the property owner information, enter it.</p> <p>There may already be information in the database. Update it if necessary.</p> <p>Click <i>Save &amp; Continue</i>.</p>	
<p>6</p>	<p><b>Step 3 – Occupant</b> Select the occupant/tenant/suite where the work is being done.</p> <p>Or click <i>I can't find the Occupant</i>.</p>	
<p>7</p>	<p><b>Step 3b – New Occupant</b> If you are working on the entire building, check the <i>Permit for Bldg. Shell</i> box.</p> <p>Then select the Commercial or Residential designation.</p>	
<p>8</p>	<p>If you are working on a particular suite or tenant space, but that suite or space is vacant, check the <i>Occupant Vacant</i> box. Only select this option if you know that the space is vacant.</p> <p>Then select either Commercial or Residential.</p>	

<p>9</p>	<p>If you are working on a particular suite or tenant space, enter the occupant information who will be occupying the space, enter that name in the <i>Occupant Name</i> box.</p> <p>Then select either Commercial or Residential.</p>	
<p>10</p>	<p>If you select an existing occupant / tenant, you will be asked if that occupant still occupies the space. If it does, click Yes.</p> <p>Clicking No will give you the options explained in steps 7-9 above.</p>	
<p>11</p>	<p><b>Step 4 – Job Setup</b> Select the <i>Job Type</i> and enter a brief description of the work to be performed. Enter <i>Square Feet</i> and <i>Project Cost</i>. If Square Feet is not applicable, leave it at 0.</p> <p><b>Note:</b> Indicate Expedited or SPR (Small Project Review) reviews in the Contractor Comments space. We do not assume based on scope of work or square footage, due to the additional charge.</p> <p>Click <i>Save &amp; Continue</i>.</p>	
<p>12</p>	<p><b>Step 5 – Review</b> Review the content of your permit application.</p> <p>If the jurisdiction requires you to submit plans electronically, you will see the <i>Upload Files</i> section. Click <i>Choose File</i>.</p> <p>Find the plans and attach them. Combine as many documents as possible before uploading plans. To add more than one file, repeat the process.</p>	

<p>13</p>	<p>In this example, the permit applicant has attached plans and a separate application that the jurisdiction requires (West Metro Fire does require a separate permit application to be submitted with all permit requests).</p> <p>Since one of the two files is not plans, the applicant has unchecked the <i>Plans?</i> box.</p>	 <p>Upload Files:</p> <p><input type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</p> <p>Choose File: No file chosen Each file must be less than 2 GB! File over 2GB? Try compress.html/pdf.com</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Plans?</th> <th>Upload Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>City Application.pdf</td> <td><input type="checkbox"/></td> <td>12/25/2017 7:22:11 AM</td> <td>Delete</td> </tr> <tr> <td>Plans.pdf</td> <td><input checked="" type="checkbox"/></td> <td>12/25/2017 7:19:34 AM</td> <td>Delete</td> </tr> </tbody> </table> <p>Please attach plans when applying for any of the following permits:</p> <ul style="list-style-type: none"> <li>New Construction (Commercial, Residential)</li> <li>Remodel (Commercial, Residential)</li> <li>System installation or renovation (alarm, sprinkler, etc.)</li> </ul> <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>	File Name	Plans?	Upload Date		City Application.pdf	<input type="checkbox"/>	12/25/2017 7:22:11 AM	Delete	Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM	Delete
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<p>14</p>	<p>You can find West Metro Fire Permit Applications on the Main Page of your Contractor Portal, under the Documents Library section (on the left side of the page). Complete the applicable permit application and save as a pdf locally to your system. Upload the application as noted in step 13 above as a part of your submittal. Permit requests that do not have a completed West Metro Fire Permit Application uploaded will be rejected and sent back to the applicant.</p>	 <p>Contractor Portal</p> <p>User Options: [Profile Icon] [Logout]</p> <p>Document Library: [List of documents]</p> <p>Active Jobs: [List of jobs]</p> <p>Help Videos: [List of videos]</p>												
<p>15</p>	<p>If plans are not required for the permit you are applying for, check the box under <i>Upload Files</i>, then submit the application without attaching a file.</p>	 <p>Upload Files:</p> <p><input checked="" type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</p> <p>Choose File: No file chosen Each file must be less than 2 GB! File over 2GB? Try compress.html/pdf.com</p> <p>no uploaded files.</p> <p>Please attach plans when applying for any of the following permits:</p> <ul style="list-style-type: none"> <li>New Construction (Commercial, Residential)</li> <li>Remodel (Commercial, Residential)</li> <li>System installation or renovation (alarm, sprinkler, etc.)</li> </ul> <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>												

<p>16</p>	<p>Once submitted, the request will be listed in the <i>Applications</i> section of your portal main screen until the city reviews and accepts it.</p>	 <table border="1"> <thead> <tr> <th>Address</th> <th>Job Type</th> <th>Status</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>18 Wood Street Livonia, MI 48150</td> <td>Excavating Building Trench</td> <td>Submitted</td> <td>202001-01-01 LAP permit, J.C. BAZZIS</td> </tr> </tbody> </table>	Address	Job Type	Status	Name	18 Wood Street Livonia, MI 48150	Excavating Building Trench	Submitted	202001-01-01 LAP permit, J.C. BAZZIS		
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<p>17</p>	<p>Once the request is accepted, the job will appear in the <i>Active Jobs</i> section of the portal main screen.</p> <p>Please watch the short <i>Help Videos</i> to learn more about getting status updates and requesting inspections for active jobs.</p>	 <table border="1"> <thead> <tr> <th>Address</th> <th>Job Type</th> <th>Status</th> <th>Scheduling</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>18 Wood Street Livonia, MI 48150</td> <td>Excavating Building Trench</td> <td>Approved</td> <td>2/24/20</td> <td>202001-01-01 LAP permit, J.C. BAZZIS</td> </tr> </tbody> </table>	Address	Job Type	Status	Scheduling	Name	18 Wood Street Livonia, MI 48150	Excavating Building Trench	Approved	2/24/20	202001-01-01 LAP permit, J.C. BAZZIS
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<p>19</p>	<p>To resubmit corrections or revisions, find the job in the <i>Active Jobs</i> section, then click <i>Upload Plans</i>.</p>	
<p>18</p>	<p>Indicate the type of resubmittal. Click <i>Definitions</i> for help. (Definitions may vary from city to jurisdiction.)</p> <p>Select the file.</p> <p>Click <i>Submit</i>.</p>	

Please call or email the MobileEyes Help Desk if you have any questions.

Tel: 866-442-9002

Email: help@mobile-eyes.com